

## 2018-19 Sending Scores Back Application and Instructions

### Procedure for Submitting Applications

For the 2018-19 school year, to have student assessment results statuses “sent back” to be included in a school that a student “would otherwise attend,” there will be an online application available for submission. You can review the application questions and formatting by viewing the PDF copy here: [http://www.michigan.gov/documents/mde/SEEAApplicationPreview\\_524864\\_7.pdf](http://www.michigan.gov/documents/mde/SEEAApplicationPreview_524864_7.pdf). The application includes questions about new/existing SEE or S2E2 entities and requires that you upload a copy of a cooperative agreement, signed by all participating member districts, that outlines specifies participation in the Sending Scores Back Program. Also required is a list of all member districts participating in the SEE/S2E2. This list can be compiled by downloading the [MS Excel Member District Worksheet](#), selecting all participating member districts, and uploading it as a step in the application process will require. For those that experience software troubles with the MS Excel worksheet, you may simply upload a PDF or MS Word document containing a list of all participating member districts and their district codes in this step.

If your cooperative agreement does not contain SEE/S2E2 specific language acknowledgements, an application signature page will be required. Please download the [Member District Signature Worksheet \(.DOCX / .PDF\)](#), fill it out and have all participating member district superintendents sign, and then upload it as an additional attachment in your web application.

When you have gathered your required file attachments (cooperative agreement and list of member districts), please click the link below to fill out your Sending Scores Back Program application. A separate application must be filled out for each SEE/S2E2 entity, however since S2E2s encompass all ISD or consortium-wide classroom programs, only one application needs to be submitted for the ISD or consortium-wide grouping of S2E2 classroom programs.

➔ Click here to begin an application: <https://baameap.wufoo.com/forms/201819-sending-scores-back-program-application/> ⬅

### Application Submission Deadline

Applications and all required file attachments must be submitted and received **no later than Monday, January 7, 2019**. For more information on the Sending Scores Back Program and SEEs or S2E2s, please visit [www.michigan.gov/sees](http://www.michigan.gov/sees). Questions or concerns about this application can be directed to Matt Gleason at [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) or 877-560-8378, option 3.